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DD/A Registry

79-0818/4

OTR 79-3718
4 June 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Donald E. Smith
Director of Training

SUBJECT: New Agency Language Program

REFERENCE: Memo to DDCI from DTR, dated 13 April 1979,
Subject: Recommendations for Acquiring
and Enhancing Agency Language Skills

1. An interdirectorate committee, chaired by the Chief of the Office of Training Language School, has been working to refine and implement the recommendations in the reference. Steps agreed upon are as follows:

a. Language-Use Awards

Cash awards in the form of salary increments of \$50 per pay period will be paid to officers who meet the qualifications and fill a Unit Language Requirement (ULR). (The ULR matches the language requirement against the language skills held by an individual in the unit and who functions in a specified occupational category, e.g., ops officer.) The salary increment will be in effect only during the tenure in a ULR. Each directorate specifies its own requirements and eligibility according to language(s), level of competence, and skill required.

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b. Language Achievement Awards

Cash awards will be granted to individuals who, as a result of language training, achieve a specified level in languages grouped according to difficulty. This schedule is as follows:

	Level 1	Level 2	Level 3	Level 4
Group I*		\$ 700	\$ 900	\$1100
Group II		900	1100	1300
Group III	\$ 800	1100	1300	1500

c. Maintenance Awards

Payments for maintenance will be 50 percent per year of the revised schedule of cash awards for achievement. Each directorate will identify the incentive languages for which maintenance awards will be paid and nominate the participants eligible to apply for the program. Recipients of ULR salary increments are not eligible for maintenance awards based upon the language required by the ULR. They may be eligible, however, for a maintenance award while receiving a ULR salary increment if the language is not one required by the ULR, e.g., maintaining Thai while filling a ULR which required French.

d. Eligibility

Eligibility for achievement awards will be based upon acquired skills only. Individuals who are hired because of their native language skills will not be considered eligible for the awards.

e. Implementation

The Unit Language Requirements need to be updated and refined prior to implementation of the awards program. This revision should be completed in time to commence the new awards at the beginning of FY 1980.

*Group I includes the Romance languages.

Group II includes Russian, Polish, Farsi, and Turkish.

Group III includes Chinese, Japanese, Korean, and Arabic.

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2. An Agency-wide notice is being drafted to publicize the various language awards. This notice will also provide a basis for rescinding applicable Agency regulations which embody the current, inadequate incentive program.

3. A memorandum from the DDCI to the Director of Personnel will be drafted to cover selection of language-qualified persons, as discussed in paragraph II of the attachment to the reference. Similarly, a memorandum from the DDCI to the heads of career services will be prepared concerning promotion eligibility, competitive ranking/assignments, and more effective utilization of language training as discussed in the reference.



Donald E. Smith

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